




Risk Assessment: COVID-19 v8
Name: Health & Safety Manager
Date: May 2020
Description of Work: To maintain social distancing (where possible) and avoid transmission of Coronavirus (COVID-19)
Ref: COVID-19

THIS RISK ASSESSMENT IS ISSUED IN ADDITION TO COVID-19 RISK ASSESSMENT, WHICH SHOULD ALSO BE FOLLOWED.
IT MAY ALSO ACCOMPANY OTHER SPECIFIC RISK ASSESSMENTS, INCLUDING FOR VULNERABLE PERSONS.
ALL SPECIFIED PPE MUST BE WORN IN ACCORDANCE TO THEM.

HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
2MTR SOCIAL DISTANCING GENERIC – ALL DEPOTS, OFFICES & LOCATIONS	EMPLOYEES CUSTOMERS, VISITORS, CONTRACTORS Including those classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	WHERE SOCIAL DISTANCING CANNOT BE MAINTAINED, please seek the advice of Health & Safety Manager or Operations Director. We may conclude that the task cannot be done safely or can be done with additional measures such as additional PPE/ Physical adaptations to environment. Where possible, staff working from home including Admin and some Head Office managers, vulnerable or extremely vulnerable people (or those living in the same household as them), external sales staff. Phased reopening of all locations, with Managing Director and Operations Director carrying out Return to Work (RTW) briefings with staff before they recommence any duties. Acknowledgement forms completed following Return to Work briefing. This is also completed with new employees, to ensure that they understand our Covid-19 control measures and of the importance to follow them. Regular team briefings, with Learning Points shared with Directors, so that	 IT IS ESSENTIAL TO WASH HANDS REGULARLY THROUGHOUT THE DAY FOR AT LEAST 20 SECONDS. Depot managers / Head Office managers to brief subsequent unfurloughed staff as they return to work and before commencing any tasks. This includes a written handout explaining new procedures

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		<p>adaptions are made where they are required.</p> <p>Staggered employee starts and finish times to minimise congestion forming in any area.</p> <p>Temperature taken upon arrival to work for reassurance of no symptoms. This is self-regulated, with no records kept.</p> <p>Handwash / Hand Sanitiser Stations positioned at all entrances to ensure that every person entering the building cleans their hands upon entry, as well as at various other locations throughout the sites. Both internally and externally.</p> <p>Signage, Notices and Floor Guidance throughout provide clear instructions and reminders for staff & customers to follow social distancing wherever possible.</p> <p>One-way flow routes in operation where possible to improve flow through the buildings & minimise social contact.</p>	<p>and control measures in operation.</p> <p>Depot manager / Head Office managers to return Acknowledgement Forms to Head Office where they will be filed by HR/H&S Departments.</p> <p>ALL Persons should maintain basic health checks before coming to work & not attend if they feel unwell.</p> <p>Any person found to have a Temperature above 37.5° will be asked to return home & self-isolate as per Government Guidelines.</p>

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NHS TEST AND TRACE SYSTEM	EMPLOYEES CUSTOMERS, VISITORS, CONTRACTORS Including those classified as Vulnerable and Extremely	<p>Care taken to ensure any person with a disability is assisted where and when it is required.</p> <p>Where possible, employees will not leave site during working hours, but if they do social distancing must be observed to avoid contact with members of the public.</p> <p>Clocking In/Out has been reinstated at some depots, but strict protocols are in place to prevent congestion of people and risk of transmission.</p> <p>Where a person tests positive for Covid-19 under the NHS Test and Trace System, they will be required to follow Government Guidance and self-isolate for 14 days.</p> <p>Anyone who receives a notification via the NHS Test and Trace System must also follow Government Guidance. This may include colleagues of the person who has tested positive, who are contacted and notified by the NHS Test & Trace service. They will also need to self-isolate for 14 days to help</p>	<p>Where available, they should seek a Test to identify if they have contracted COVID-19.</p> <p>AVOID TOUCHING FACE WITH YOUR HANDS.</p> <p>Staggered start & finish times, the provision of hand gel and anti-bac wipes.</p> <p>Government Guidance must be followed by anyone testing positive for Covid-19 and anyone else who is identified and contacted by the service.</p> <p>Any person who tests positive must inform their Line</p>

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SECURITY & KEY HOLDERS	Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	stop the spread of the virus. If that person is healthy and it is possible to do so, they may work from home. If a person self-isolating cannot work from home, normal SSP rules apply.	Manager straight away. They must not come to the workplace.
	SECURITY OFFICERS & KEY HOLDERS Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not	ALL Keyholders and Security Officers must follow existing Risk Assessment and Guidance on maintaining personal safety. No Car Sharing, independent travel to each location. Lone workers carry out minimal checks only. They do not enter buildings without alerting RL.	In the event of anything suspicious when arriving at any location, keyholder MUST dial 999 & contact the Police. They must also alert Operations Director immediately.

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PPE	following correct hygiene and cleaning procedures. Risk of personal attack or confrontation by intruders when checking depot security & perimeter fences, or customers whilst carrying out security checks as they leave site. EMPLOYEES Including those classified as	Colleagues Log each attendance using WhatsApp Group assigned to them. Gloves must be worn when opening gates, padlocks and doors. Hand Sanitiser and cleansing wipes are provided and should always be carried in Keyholders vehicle. Social distancing of at least 2mtrs must be maintained where possible with any other person. Sales invoices held up to the window and customer instructed to remain in their vehicle & close all windows to maintain 2mtr social distancing whilst Security checks are carried out. All existing Risk Assessments <u>MUST</u> be followed, with the appropriate PPE worn. This <u>must not</u> be substituted with protective gloves that are worn to protect hands from surface transmission of virus.	The wearing of gloves should not be a substitute for regular handwashing/sanitisation. SIGNAGE displayed at all depots where Security Officers check vehicles upon exit. ALL PPE must be replaced as required. Personal clothing & PPE garments that require

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
THE WEARING OF FACE COVERINGS	<p>Vulnerable and Extremely Vulnerable People</p> <p>Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.</p> <p>EMPLOYEES CUSTOMERS, VISITORS, CONTRACTORS Including those classified as</p>	<p>Protective Gloves provided.</p> <p>Hand Sanitiser and Cleaning Wipes provided in several places at all locations.</p> <p>Face protection available for all colleagues who wish to wear it, including where it is not a Mandatory requirement. (Government guidance on how to make these is also available on their website for those who wish to do so).</p> <p>SEE THE WEARING OF FACE COVERINGS FOR FURTHER DETAILS.</p> <p>From Government Covid Restrictions Amendments, dated 22nd September 2020, it is a mandatory requirement for our Customers and Shop Workers to wear Face Coverings whilst inside our Trade Counters & Home Ideas Store. Any Customer not wearing an appropriate face covering on, or after that date could face a fine according to Government penalties.</p>	<p>washing must be done daily to avoid surface transmission of virus, which may be on clothing.</p> <p>The wearing of gloves should not be a substitute for regular handwashing/sanitisation.</p> <p>Face Masks are available for Customers to Purchase where required – the cost will be added to the transaction at Point of Sale via a Product Code.</p>

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	<p>Vulnerable and Extremely Vulnerable People</p> <p>Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.</p>	<p>From 24th September all Covers staff will be required to wear a face covering or Mask when inside buildings. Staff do not have to wear a mask if they are serving on a counter behind a screen, working at a desk behind a screen or in an individual office or eating and drinking in the canteens.</p> <p>When walking through or working in all other communal areas, corridors, sales offices, toilets, shops they are asked to wear a mask or face covering.</p> <p>In our warehouses a mask should be worn when in the proximity of colleagues or customers. The Mill operations will also be excluded from mask wearing as effective distancing and ventilation are in place.</p> <p>All staff are welcome to wear a mask by choice in any location not highlighted as mandatory by the company.</p> <p>Anyone wearing face coverings should ensure that they fully cover the nose and mouth.</p> <p>It is not our role to police customers that do not wear face coverings, but we</p>	<p>Washable, reusable face coverings are being sourced for our employees and will be issued as part of our PPE and Uniform, regardless of department worked in.</p> <p>Guidance Posters displayed at entrances to all our Trade Counters & Home Ideas Store.</p>

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		<p>would ask colleagues to ask a member of the public to wear a face covering when entering our shops/counter areas. We have ample supply of face masks available for customers and members of the public to purchase.</p> <p>Under the latest Govt guidance, our staff have to wear a face covering within our shops away from the screened counter, so we would expect the customer to wear one as well. If they refuse, we will allow them to continue, but we do not expect staff to speak to them outside of a screened area. If they have a product query away from the counter and will not wear a mask, we do not expect the staff member to leave the screened counter, the customer must bring the product to the counter to contrast and compare or ask advice on. If that is not practical, our staff will not be able to advise and have the support of the company not to.</p> <p>Anyone dealing with a customer not wearing a mask in a warehouse will retain a minimum 2m distance.</p> <p>Any colleague working in the yard, it is not recognised within the guidance that they have to wear a mask; but will retain 2m distance from colleagues</p>	

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
PERSONS EXEMPT FROM WEARING FACE COVERINGS	EMPLOYEES, CUSTOMERS, VISITORS, CONTRACTORS Including those classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	and all members of the public. For those persons who are exempt from wearing a face covering, for whatever reason, we will support them in doing so safely, as well as protecting those around them (refer to PPE & wearing of face coverings sections above). This includes visitors and new employees, or those being interviewed, and covers any familiarisation of workplace during interview. Strict Social Distancing, Hand Washing and Sanitising of surfaces must be maintained at all times. Heightened awareness of Covid symptoms must be followed by those exempt from wearing face coverings and line managers must be notified straight away if any of these are experienced, when an employee would be instructed to go home straight away if this occurred whilst at work.	Hand Gel must be provided at the start of meeting, then again when it ends. All surfaces a person may have been in with contact during an interview or other meeting, must be wiped down immediately afterwards with a multi-bac surface spray. Doors, handles, push-plates, etc. should be opened for interviewee or other visitors to reduce the surface risk of Covid transmission.

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
HOME WORKERS	EMPLOYEES, CUSTOMERS, VISITORS, CONTRACTORS Including those classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	<p>The Government has now encouraged people to work from home. However, they advise if one's role cannot be conducted from home and their place of work is Covid secure, one is able to continue to go to work.</p> <p>However, we are very mindful of the difficulties some colleagues have had being isolated working from bedrooms and the like. So, have organised less frequent rota'd days in the workplace for working from home colleagues.</p> <p>Employees working from home are self-managing.</p> <p>DSE Assessment must be completed by home workers. All tools and necessary equipment provided by the company.</p> <p>Collection of any sundries required from Head office or local depot collection by arrangement. All items must be left in a safe place where social distancing is maintained.</p> <p>Maintain regular contact with their teams via Staff Updates published on staff</p>	<p>Keeping in touch with off-site workers on their working arrangements, including their welfare, mental and physical health and personal security.</p> <p>Recognition of mental health support for those working from home, or furloughed.</p>

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
OFFICE WORKERS including TRANSPORT OFFICE & VEHICLE WORKSHOP OFFICE	EMPLOYEES Including those classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	website, telephone contact, Teams and Social Media Groups. Essential works in offices. Individual working or maintaining strict social distancing rules wherever possible. Signage, Notices & floor stickers reminding everyone of Social Distancing measures in place. Perspex screens fixed between desks that cannot be reasonably altered. Transport office has fully enclosed workspaces to protect staff. Handheld radios between Yard & Office staff provide excellent communication, whilst reducing the need to enter the building. Sharing of equipment as absolutely necessary (such as copiers, printers). Wipe down all surfaces regularly, especially after use. Where 2mtr social distancing is not possible, avoid task and seek advice from	Ensure Ventilation systems are set to maximise fresh air flow rate. Heating & Cooling Systems on Normal Settings. Ventilate buildings by opening windows where possible. Enclosed workstations allow yard staff to enter transport Office to collect works orders and other paperwork from the office, whilst maintaining 2mtr social distance and protecting transport office staff.



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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
		<p>Health & Safety Manager or Operations Director.</p> <p>Regular handwashing.</p> <p>More frequent cleaning of all surfaces, including door handles.</p> <p>Internal doors left open to minimise hand contact. Fire Doors will automatically close in event of Emergency situation.</p> <p>Corridors and stairways have many points clearly marked for a person to wait for another to safely pass. Clear markings to identify these areas.</p> <p>Avoid non-essential interaction with other departments by communicating by telephone, email or other devices.</p> <p>Remove all unnecessary items from workstations.</p> <p>Wear protective gloves when handling mail. Remove and safely dispose of immediately afterwards. Wash hands and face immediately afterwards.</p>	<p>The wearing of gloves should not be a substitute for regular handwashing/sanitisation.</p>



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DEPOT PICKERS & YARD STAFF	EMPLOYEES Risk of asymptomatic transmission, mild or severe symptoms or in worst case death from effects of COVID-19	Essential picking of goods by individual or in fixed pairs maintaining strict 2mtr social distancing rules. Where this is not possible, avoid task and seek advice from Health & Safety Manager or Operations Director. Use of MEWPS and Forklifts must be individual, with no sharing of access equipment. All shared equipment must be kept to a minimum. All equipment must be wiped down regularly and again after final use. Sack Trucks & Trolleys, plus any other manual handling aids must be regularly wiped down. Avoid wiping face with hands. Regular handwashing. Handwash stations positioned in yards to avoid having to enter buildings. Maintain 2mtr social distancing.	The wearing of gloves should not be a substitute for regular handwashing/sanitisation.
SUPPLIER DELIVERY DRIVERS AND	EMPLOYEES, SUPPLIER DELIVERY	No social contact with delivery drivers or customers. Signage and notices providing clear guidance of procedures.	

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COURIERS	<p>DRIVERS & COURIERS Including those classified as Vulnerable and Extremely Vulnerable People</p> <p>Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.</p>	<p>Strict controls of delivery drivers, as per existing Site Rules for Delivery Drivers, WITH EXCEPTION to drivers waiting area which <u>MUST NOT BE USED</u>. All delivery drivers must return to their cabs once they have prepared vehicle for off-loading and MUST REMAIN IN THEIR CABS until advised that they may prepare their vehicle to leave site.</p> <p>Couriers may report to Goods In, but strict 2mtr social distancing must be adhered to.</p> <p>Drivers provided with access to welfare facilities, such as toilets, clean water and handwashing facilities.</p> <p>Where possible, larger orders placed to reduce frequency between deliveries.</p> <p>Specified delivery times arranged where possible.</p>	<p>The wearing of gloves should not be a substitute for regular handwashing/sanitisation.</p>
COMPANY DRIVERS OF CARS,	<p>EMPLOYEES, CUSTOMERS</p> <p>Drivers are self-managing and must adhere to all external site rules as well as company procedures, whilst maintaining strict social distancing from those on</p>		

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MAINTENANCE VEHICLES AND WORKSHOP STAFF WHEN DRIVING TRUCKS BETWEEN DEPOTS	Including those classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	site &/or members of the public. No vehicle to be shared for any journey, unless from the same household. For others, only when a journey has been authorised as essential. In this instance, all precautions must be followed for the duration of journey. Windows open where possible, face coverings worn by both driver and passenger. Where it is not possible to have windows open, passenger must sit in rear of vehicle, diagonal to driver. Wipe all surfaces and handles before and after journey, use hand gel where hot water is not available to sanitise hands. Bag up and dispose of all PPE as soon as possible after journey. Minimise non-essential travel between locations. All shared vehicles (such as Pool cars, Company Trucks) must be wiped down after each shift or on handover.	The wearing of gloves should not be a substitute for regular handwashing/sanitisation. Any person who is required to travel between locations must wash their hands immediately upon arrival. They must adhere to strict 2mtr social distancing measures wherever possible. There must not be face-to-face interaction if in close proximity to another person.
DRIVERS OF COMPANY DELIVERY	EMPLOYEES, DELIVERY DRIVERS &	Drivers are self-managing and must adhere to all external site rules as well as company procedures, whilst maintaining strict social distancing from those on site &/or members of the public.	

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VEHICLES	COURIERS Including those classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	Deliveries to site are pre-arranged. Proof of Delivery by handheld electronic device, which does not need to be signed. A photograph of the load will be taken. <u>Where a two-man delivery is required, this must be Authorised and measures agreed in advance by Health & Safety Manager/Operations Director</u> , then every possible measure must be taken to avoid close contact in vehicle. Refer to Safe System of Work. Increased ventilation by opening windows where possible. Maintain fixed teams where possible. Hand Sanitiser and Cleaning Wipes provided in every vehicle. These should be used regularly to clean hands and all surfaces that have been touched.	Copy Proof of Delivery can be obtained by the customer calling the sales office.
TRAVEL TO & FROM WORK	EMPLOYEES, MEMBERS OF THE	Employees who have returned to work are encouraged to follow Government Guidelines and avoid Public Transport for their journeys.	The wearing of gloves should not be a substitute for regular handwashing/sanitisation.

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SALES STAFF	classified as Vulnerable and Extremely Vulnerable People Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	<p>Safe System of Work for Essential Home Visits should be adhered to. Wherever possible, contact should be by other means, such as telephone & email or other devices such as Teams/Zoom Meetings.</p> <p>Hand Sanitiser and Cleaning Wipes provided in every vehicle. These should be used regularly to clean hands and all surfaces that have been touched. This is especially important before entering premises and immediately afterwards when returning to their vehicle.</p> <p>All householders and Site managers must be contacted in advance to ask that a 2mtr distance is kept during your visit. Extra attention should be paid to equipment, cleaning & hygiene in these areas to reduce risk.</p> <p>Hold Meetings outdoors wherever possible.</p>	<p>The wearing of gloves should not be a substitute for regular handwashing/sanitisation.</p> <p>It is recognised that it may not always be possible to maintain a 2mtr social distancing in a person's home or site office, so use of technology/conference meetings, or hold the meeting outdoors (especially on a construction site).</p>

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Risk Assessment: COVID-19 v8
Name: Health & Safety Manager
Date: May 2020
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Ref: COVID-19

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
COUNTER SALES & CUSTOMER COLLECTIONS	EMPLOYEES, MEMBERS OF THE PUBLIC Including those classified as Vulnerable and Extremely Vulnerable People Risk of asymptomatic transmission, mild or severe symptoms or in worst case death from effects of	Limited number of customer vehicles, monitored to avoid congestion, or bottlenecks forming in busy areas. Wider Parking Bays. Signage and notices in place provide clear direction and guidance. Restricted Staff Only areas in place, which are clearly identified. Orders may be placed in advance by 'click & collect', telephone or email and paid for in advance. Where possible, deliveries will be arranged, rather than customer collection. Orders will be picked and placed in a collection bay. Where a customer requires assistance, such as a two-man lift, this will be	Ask householder or Site manager to open doors to minimise contact with handles and to open windows for ventilation. ALL children MUST always remain in customer vehicles. Signage displayed at all depots giving clear instructions of procedures, as well as verbal & visual instruction directing to collection bays. Remind customers who are accompanied by children that they are responsible for

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MILL OPERATIONS	COVID-19. EMPLOYEES,	<p>completed by our own staff in fixed teams where possible.</p> <p>All mechanical handling & loading in accordance with existing procedures and customer must remain in his or her cab throughout.</p> <p>Entrance to trade counters by customers and members of the public have strict social distancing measures in place, such as outside queuing where possible and restricted numbers permitted inside the building.</p> <p>One-way flow systems where possible and Perspex screens positioned at all Point of Sales locations to avoid the risk of transmission by being in close proximity to any person.</p> <p>Card payments made either contactless, or by customer placing their card into the card reader, which must be wiped down after every transaction.</p> <p>Close unnecessary public entrance to displays and promotions.</p> <p>No unauthorised entry.</p>	<p>supervising them at all times and should follow social distancing rules. (Existing signage on display).</p> <p>Encourage customers to shop alone where possible, unless they require specific assistance.</p> <p>Notices, floor stickers and other visual aids provide clear Guidance for social distancing.</p>

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
<p>(including Tool Room & Treatment Plant).</p> <p>VEHICLE</p>	<p>CUSTOMERS, MEMBERS OF THE PUBLIC</p> <p>Risk of asymptomatic transmission, mild or severe symptoms or in worst case death from effects of COVID-19.</p>	<p>All workers must maintain social distancing.</p> <p>Mill Office sectioned off to split teams and processes.</p> <p>Toilet access from Mill closed off to prevent people entering from different access points.</p> <p>New hearing protection includes the ability to have radio contact, reducing the need to enter other areas.</p> <p>Tool room occupied by individual worker only.</p> <p>Treatment Plant operated by a fixed team of two workers, who maintain 2mtr social distancing.</p> <p>Regular wipe down of all surfaces.</p> <p>No unauthorised entry.</p>	

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
WORKSHOP	EMPLOYEES, CUSTOMERS, MEMBERS OF THE PUBLIC	Mostly individual working, but where they must work in close proximity to each other, face-to-face interaction must be avoided. Regularly clean and wipe down all surfaces, especially those shared with others. Minimise sharing of tools to only those that are essential and wipe down after each use. Contractors by appointment only for essential works. A special Biocide spray is used to sanitise all vehicles prior to any work commencing and again before handover.	
MAINTENANCE & CONTRACTORS		External Contractors by appointment only for essential works. Maintenance is carried out where possible by experienced internal team	

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
MEETINGS	Risk of asymptomatic transmission, mild or severe symptoms or in worst case death from effects of COVID-19.	<p>whenever possible, who work according to Company Procedures and CDM Regulations.</p> <p>External Contractors by appointment only for essential works, working in accordance to CDM Regulations. Site induction/briefing to include COVID-19 prior to any works commencing.</p> <p>Welfare facilities provided to ensure good hygiene whilst working on site.</p> <p>Essential meetings only, kept to minimum duration and held in well ventilated rooms where possible. All surfaces must be cleaned immediately afterwards.</p> <p>Hold meetings outdoors wherever possible. Only absolutely necessary participants to attend and 2mtrs social distancing maintained where possible.</p> <p>Avoid sharing of tools, such as Pens and other equipment.</p> <p>Where possible hold meetings by other means, such as conference & video calling.</p>	



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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
EMERGENCIES AND FIRST AID	EMPLOYEES, CONTRACTORS Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.	Ensure all surfaces and door handles are wiped down immediately afterwards. In an Emergency, for example, a fire, accident, break-in or trespass, people <u>DO NOT</u> have to stay 2mtrs apart. Anyone involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards, including washing hands and faces. Where necessary, a change of clothing might also be required. All disposable items used to treat a person with First Aid should be bagged and binned immediately. All other items should be sanitised. Where a First Aider is not available, a Manager must be called immediately to take control of the situation, with normal Accident Procedures followed.	The wearing of gloves should not be a substitute for regular handwashing/sanitisation. Face shields are available for all First Aiders to wear during treatments.

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
WELFARE FACILITIES (toilets & showers) CANTEENS, BREAK TIMES & SMOKING, HOUSEKEEPING & CLEANING	EMPLOYEES, CONTRACTORS Risk of asymptomatic transmission, mild or severe symptoms or in worst case death from effects of COVID-19.	Access to Toilets revised in some areas to minimise flow of people and reduce the risk of transmission. Showers must be wiped clean after every use. Doors left open and waiting points created where possible to minimise people passing in corridors and on staircases. Staggered break times to reduce pressure on canteens and other shared places. Workers bring their own food to eat. Reconfigured seating and tables where possible to maintain 2mtr social distancing and avoid face-to-face interaction.	



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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
	<p>EMPLOYEES, CONTRACTORS</p> <p>Risk of transmission of COVID-19 through not maintaining 2mtr social distancing measures, or not following correct hygiene and cleaning procedures.</p>	<p>Employees encouraged to eat in safe outdoor spaces where possible, or only in canteens where there is space available, or in their own vehicles.</p> <p><u>Externally maintained</u> Vending Machines have been taken out of action until further notice.</p> <p><u>Internally maintained</u> Drinks Dispensers may be used for employee's consumption only. They must not be used to supply drinks to customers.</p> <p>Drinks Dispensers must be deep cleaned and sanitised daily.</p> <p>Person issuing the cups must wear clean protective gloves every time they are issued. These gloves must be carefully disposed of straight away.</p> <p>Each member of staff obtaining their drink must clean the Drinks Dispenser with an anti-bac wipe, both before and after immediately after use.</p> <p>Group 'drink runs' should not be completed, with every person obtaining their</p>	<p>The wearing of gloves should not be a substitute for regular handwashing/sanitisation.</p>

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	<p>EMPLOYEES, CUSTOMERS, VISITORS</p> <p>Risk of asymptomatic transmission, mild or severe symptoms or in worst case death from effects of COVID-19.</p>	<p>own to minimise the risk of virus transmission.</p> <p>Kitchen white goods, such as Kettles & Microwaves must be wiped down after every use.</p> <p>Smoking at allocated times only, with strict social distancing always maintained. Vape users at allocated times only, with strict distancing always maintained.</p> <p>Regular emptying of waste bins in all areas and frequent cleaning of shared areas and surfaces.</p> <p>Handwashing or Hand Sanitiser stations provided throughout at various locations. Notices and Posters displayed reminding everyone of the importance to regularly wash hands.</p> <p>Increased cleaning frequency of all surfaces, including all communal areas, door handles, push plates, toilet flush handles and seats/lids, taps, handrails and any other touch-based surfaces such as keypads.</p>	<p>The wearing of gloves should not be a substitute for regular handwashing/sanitisation.</p>

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HEALTH SURVEILLANCE / ANNUAL FLU VACCINATIONS		<p>Frequent cleaning of all work areas and equipment between use, using usual cleaning products.</p> <p>PPE worn by Cleaners to protect them when carrying out their tasks.</p> <p>Clear workspaces at end of shift and remove personal belongings.</p> <p>Staggered starts and finish times to avoid concurrent use and congestion in changing rooms and locker rooms.</p> <p>OHP LLP nursing staff will visit Depots to carry out health surveillance or other clinical procedures, such as flu vaccinations as per HSE guidance https://www.hse.gov.uk/coronavirus/health-surveillance.htm and in accordance with their own Coronavirus Risk Assessment (March 2020) Occupational Health Professionals LLP, as provided.</p> <p>OHP LLP visits arranged in agreement with HR & Training Dept and</p>	<p>Ensure a clean, sanitised room is provided for OHP LLP Staff to carry out Health Screening / Vaccinations</p>



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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
	OHP LLP Staff EMPLOYEES who have contact with occupational health. High risk groups. Those with underlying medical conditions.	coordinated with Depot Managers. Scheduled appointments and specific time slots allocated, to prevent congregating in waiting area or corridors. Face coverings worn in accordance with government guidelines and company face covering policy. No person will attend health screening or vaccination if they are feeling unwell, or have any symptoms associated with Covid-19. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

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HAZARD OR PROCESS	PEOPLE AT RISK	CONTROL MEASURES	FUTURE ACTION
	OHP LLP staff: Contact with potentially infected client staff during occupational health procedures and assessments.		

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